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ABSTRACT

The 142 references, with publication dates from 1872-1967, are arranged according to these categories: (1) General Indexes, (2) Special Indexes, (3) General Research Sources in Education, (4) Selected Miscellaneous References, (5) General Selected Periodicals in Professional Business and Distributive Education, (6) Yearbooks, (7) Monographs, and (8) Microfilm Studies. Annotations are included for most of the entries. (SB)

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A SELECTED, ANNOTATED BIBLIOGRAPHY

FOR RESEARCHERS

IN BUSINESS AND DISTRIBUTIVE EDUCATION

Compiled by

Kenneth E. Everard

Professor

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Department of Business
Trenton State College
New Jersey

1969

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Catalog of Standardized Tests
Dictionary of Education
Digest of Educational Statistics
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American Vocational Journal
The Balance Sheet
Business Education Forum
Business Education Observer
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Distributive Education Today
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No. 3 -- Research in Business Education. This yearly issue deals with articles about research needs, methodology, and significant studies completed. Includes a list of research in business education that has been completed or is under way for the year.
International Business Education. Part II of this issue appears occasionally and deals with international aspects of business education.

No. 4 -- Administration and Supervision in Business Education. Various problems of interest to secondary school and collegiate administrators are included in this issue.

YEARBOOKS*

National Business Education Association (1201 Sixteenth Street, N. W., Washington, D. C. 20036).

650.7 A — 1970:

" 1969: BUSINESS EDUCATION: CRITERIA FOR EVALUATING BUSINESS AND OFFICE EDUCATION, No. 7.

" 1968: BUSINESS EDUCATION: AN EVALUATIVE INVENTORY, No. 6.

" 1967: SELECTED READINGS IN BUSINESS AND OFFICE OCCUPATIONS--DESIGNED ESPECIALLY FOR THE CLASSROOM TEACHER, No. 5.

" 1966: BUSINESS EDUCATION MEETS THE CHALLENGE OF CHANGE, No. 4.

" 1965: NEW MEDIA IN TEACHING THE BUSINESS SUBJECTS, No. 3.

" 1964: RECENT AND PROJECTED DEVELOPMENTS AFFECTING BUSINESS EDUCATION, No. 2.

" 1963: NEW PERSPECTIVES IN EDUCATION FOR BUSINESS, No. 1.

The Eastern Business Teacher Association (New York University Campus Store, 18 Washington Place, New York, New York 10003).

650.7 E — 1970:

" 1969: PRACTICES AND TRENDS IN THE BUSINESS WORLD, Vol. 42.

" 1968: SOCIO-BUSINESS ECONOMIC EDUCATION, Vol. 41.

" 1967: DEVELOPING VOCATIONAL COMPETENCY IN BOOKKEEPING AND ACCOUNTING, Vol. 40.

" 1966: ADMINISTRATION AND SUPERVISION OF BUSINESS EDUCATION, Vol. 39.

" 1965: METHODS OF TEACHING TYPEWRITING, Vol. 38.

*Addresses for ordering yearbooks appear in parentheses.

Period-
icals
Room

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icals
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BUSINESS EDUCATION OBSERVER, New Jersey Business Education Association, George T. Esposito, Scotch Plains-Fanwood High, Scotch Plains, New Jersey. Includes articles of general interest to business and distributive educators as well as articles of regional concern.

BUSINESS EDUCATION WORLD, Gregg Division, McGraw-Hill Book Company, 330 West 42nd Street, New York, New York 10036. Nine issues yearly which are devoted to articles of interest to secondary business teachers. Beginning in the Fall, 1969, it became a house organ with the expiration of the BUSINESS TEACHER magazine.

BUSINESS TEACHER, Gregg Division, McGraw-Hill Book Company, 330 West 42nd Street, New York, New York 10036. Ten issues yearly. A free house organ with articles of general interest but with special emphasis on secretarial education. Expired June, 1969.

DISTRIBUTIVE EDUCATION TODAY, Gregg Division, McGraw-Hill Book Company, 330 West 42nd Street, New York, New York 10036. Includes articles of general interest to distributive and business educators.

THE DELTA PI EPSILON JOURNAL, Delta Pi Epsilon Fraternity, Gustavus Adolphus College, St. Peter, Minnesota 56082. Published quarterly with emphasis on research and scholarly articles. One need not be a member of the organization to subscribe to this journal.

THE EBTA JOURNAL, Eastern Business Teachers Association, 1368 Commonwealth Avenue, Brighton, Massachusetts 02134. Official periodical of the EBTA. Published biannually. Includes general articles of interest to business educators.

JOURNAL OF BUSINESS EDUCATION, Robert C. Trethaway, 15 South Franklin Street, Wilkes-Barre, Pennsylvania 18700. Eight issues per year (October - May). Articles of general current interest.

JOURNAL OF DATA EDUCATION, E. Dana Gibson, editor, San Diego State College, California 92115. Of value to data processing teachers.

NATIONAL BUSINESS EDUCATION QUARTERLY, National Business Education Association, 1201 Sixteenth Street, N. W., Washington, D. C. 20036. Each quarterly issue is prepared by one or more of the following divisions of the NBEA: Research Division, Administrators Division, International Division, National Association for Vocational Business Education, and National Association for Business Teacher Education (NABTE):

No. 1 -- Summaries of Studies and Research in Business Education. Very short abstracts of doctoral and masters studies are presented in this issue.

No. 2 -- NABTE BULLETIN. The entire issue each year is devoted to problems and practices in the preparation of business teachers by undergraduate and graduate institutions.

R 370.3 G — DICTIONARY OF EDUCATION, edited by Carter V. Good, 2nd edition, 1959. Provides precise definitions of educational terms.

R 371.2 U. S. — DIGEST OF EDUCATIONAL STATISTICS, Government Printing Office, 1962--. Published annually. Includes statistics on all levels of education and includes trends.

R 371.335 E — THE EDUCATIONAL MEDIA INDEX, Educational Media Council, McGraw-Hill Book Company, 1964. Fourteen volumes. Volume 4 is devoted to Business Education and Training. This is the first comprehensive index to non-book educational media but not kept current with annual supplements as planned.

R 016.136 B — THE SIXTH MENTAL MEASUREMENT'S YEARBOOK, edited by Oscar Buros, Gryphon Press, 1965. New volumes appear periodically. Covers educational, psychological, and vocational tests commercially prepared. Contains reviews of the tests by authorities with different viewpoints. Many tests in business are reviewed.

R 310 U.S. — STATISTICAL ABSTRACTS OF THE UNITED STATES, published annually. U. S. Department of Commerce. An abundance of business and educational statistics.

R 016.136 B — TESTS IN PRINT, edited by Oscar Buros, The Gryphon Press, 1961. A comprehensive bibliography of tests currently available from publishers; serves as an index to the MENTAL MEASUREMENTS YEARBOOKS.

R 016.37 T — TEXTBOOKS IN PRINT, R. R. Bowker Company, 1872--. List of elementary, junior and senior high school and teacher education textbooks of leading publishers. Subject and author indexes. Published annually.

GENERAL SELECTED PERIODICALS IN PROFESSIONAL BUSINESS AND DISTRIBUTIVE EDUCATION*

Periodicals Room — AMERICAN VOCATIONAL JOURNAL, American Vocational Association, Inc., H Street, N. W., Washington, D. C. 20005. Devoted to all vocational education fields including business and distributive education. Ten issues per year. Official organ of the A. V. A.

and

Periodicals Stacks — THE BALANCE SHEET, South-Western Publishing Company, 5101 Madison Road, Cincinnati, Ohio 45227. A free house organ with general articles and professional news. Ten issues per year.

BUSINESS EDUCATION FORUM, National Business Education Association, 1201 Sixteenth Street, N. W., Washington, D. C. 20036. Most issues (10 per year) are devoted to specialized topics or subject areas. Official monthly of the N. B. E. A.

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*For an exhaustive list of periodicals, the researcher should refer to such standard sources as: BUSINESS EDUCATION INDEX, BUSINESS PERIODICALS INDEX, and the EDUCATION INDEX. The periodicals included in the above list are all indexed in the BUSINESS EDUCATION INDEX.

COUNSELING AND PERSONNEL SERVICES, University of Michigan
THE DISADVANTAGED, Yeshiva University
EDUCATION ADMINISTRATION, University of Oregon
JUNIOR COLLEGES, University of California at Los Angeles
RURAL EDUCATION AND SMALL SCHOOLS, New Mexico State University
EXCEPTIONAL CHILDREN, Council for Exceptional Children, NEA
SCHOOL PERSONNEL, City University of New York
ADULT AND CONTINUING EDUCATION, Syracuse University
EDUCATION MEDIA AND TECHNOLOGY, Institute for Communication Research, Stanford University
TEACHER EDUCATION, National Education Association

R 016 D — INDEX TO AMERICAN DOCTORAL DISSERTATIONS, University Microfilms, Ann Arbor, Michigan, 1957-1964. Title changed to AMERICAN DOCTORAL DISSERTATIONS in 1964. A complete indexed listing of dissertations by all students who were granted doctoral degrees during the previous academic year, including those abstracted in DISSERTATION ABSTRACTS. One would use this document as a general checking device only. For most purposes, one would go directly to DISSERTATION ABSTRACTS.

R 016.37 I — MASTER'S THESES IN EDUCATION, edited by Tom Arthur Lamka and Herbert M. Silvery, Bureau of Research, Iowa State Teachers College, Cedar Falls, 1953. A subject listing of theses in education on the masters level. Published annually.

R 016.15 P — PSYCHOLOGICAL ABSTRACTS, The American Psychological Association, Inc. Issues from 1927 to the present. Covers only some material which may be educationally oriented. Published six times a year. Very short abstracts of research; many are in DISSERTATION ABSTRACTS.

R 016.37 R — RESEARCH STUDIES IN EDUCATION, compiled by Mary Lovis Lyda, Stanley B. Brown, and Carter V. Good, Phi Delta Kappa, Bloomington, Indiana, 1963—. A subject index to doctoral dissertations, reports and field studies, and research methods bibliography. Lists doctoral studies completed and under way. Published annually.

* — REVIEW OF EDUCATIONAL RESEARCH, American Education Association, 1931—. Five issues yearly covering topics or fields in three-year cycles. Examples of topics: vocational, technical, and practical arts education; education programs; and curriculum planning and development.

SELECTED MISCELLANEOUS REFERENCES

R 016.136 I — CATALOG OF STANDARDIZED TESTS, Bureau of Educational Research, 1968. Lists current tests published by the Bureau and other publishers. Helps update SIXTH MENTAL MEASUREMENTS YEARBOOK and TESTS IN PRINT (see next page).

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*Current issues are located in the Periodicals Room; bound, noncurrent issues are located in the Periodical Stacks area.

BIBLIOGRAPHY OF RESEARCH STUDIES IN STENOGRAPHIC-SECRETARIAL TRAINING AND WORK REPORTED PRIOR TO 1959, compiled by Harves Rahe, Southern Illinois University, Carbondale, 1959. Rather comprehensive and a valuable guide to the secretarial researcher.

* A SELECTED BIBLIOGRAPHY RELATED TO COOPERATIVE AND PROJECT METHODS IN DISTRIBUTIVE EDUCATION, compiled by William P. Woolf, Donald D. Pettit, and Edward T. Ferguson, Department of Secondary Education, Michigan State University, 1967. Covers the period 1896-1967.

GENERAL RESEARCH SOURCES IN EDUCATION

R 016 D — DISSERTATION ABSTRACTS: A GUIDE TO DISSERTATIONS AND MONOGRAPHS AVAILABLE ON MICROFILM, University Microfilm, Ann Arbor, Michigan, 1938--. Volumes 1-11, 1938-1951, were called MICROFILM ABSTRACTS. A subject arrangement of 300-word abstracts of doctoral dissertations from leading universities. Selected masters theses included beginning 1962. Microfilm or hard copies can be ordered.

R 370.3 M — ENCYCLOPEDIA OF EDUCATIONAL RESEARCH, edited by Chester W. Harris, The Macmillan Company, New York, 1960. Usually revised every ten years and provides a compact summary in major fields, such as business education.

R 016.37 mE — ERIC--RESEARCH IN EDUCATION, U. S. Office of Education, First issue: November, 1966. Monthly with an annual index. Short abstracts of research funded by U. S. Government as well as other reports collected by the 19 clearinghouses that comprise the ERIC (Educational Resources Information Center) network, including Vocational and Technical Education Clearinghouse (see below). Indexed by author, institution, and subject.

R 016.37 mE — ERIC--ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION, ERIC Clearinghouse, The Center for Vocational and Technical Education, The Ohio State University, Columbus. Published quarterly beginning with the Fall 1967 issue. Short abstracts--excellent source for state and city curriculum guides and other instructional materials. Indexed by author, institution, and subject.

R 016.37 mE — ERIC--ABSTRACTS OF RESEARCH AND RELATED MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION, ERIC Clearinghouse, The Center for Vocational Education, The Ohio State University, Columbus. Published quarterly beginning with the Fall 1967 issue. Includes short abstracts--devoted to research only; not to be confused with the previous reference work. Indexed by author, institution, and subject.

R 016.37 mE — ERIC--Other ERIC Clearinghouses (and locations) which may have some relationship to Business and Distributive Education:

NOTE: ERIC documents are available in the library on microfiche from which personal hard copies can be made at a small cost.

INDEXES

General

R 050 B — BUSINESS PERIODICALS INDEX, The H. W. Wilson Company, 1958--. Published monthly except July with annual cumulations. Over 150 periodicals indexed in the various business administration and economic fields.

R 050 E — EDUCATION INDEX, The H. W. Wilson Company, 1929---. Published ten times a year, with annual and triennial cumulations. Indexes more than 150 periodicals in the various fields of education.

R 016.65 B — BUSINESS EDUCATION INDEX, edited by Louis C. Nanassy, Delta Pi Epsilon and Gregg Division, McGraw-Hill Book Company, Inc. Published annually since 1940. A basic index of primary value to business and distributive educators.

R 016.65 B — BIBLIOGRAPHY OF RESEARCH STUDIES IN BUSINESS EDUCATION, 1920-1940, Gregg Publishing Company, 1943. Complements BUSINESS EDUCATION INDEX.

BIBLIOGRAPHY OF RESEARCH STUDIES IN BUSINESS EDUCATION, 1941-1948, Indiana Business Studies, Study No. 32. Bloomington: Indiana University, 1949. Covers the war years well.

AN ANNOTATED BIBLIOGRAPHY OF PERIODICAL LITERATURE RELATING TO DISTRIBUTIVE EDUCATION, 1947-1961, edited by Richard A. Arnold and others, Office of Research and Publication, College of Education, Michigan State University, 1962. A specialized index for distributive education.

AN ANNOTATED BIBLIOGRAPHY OF PERIODICAL LITERATURE PERTAINING TO DISTRIBUTIVE EDUCATION, 1962-1968, edited by Marvin Hirshfeld and William F. Sassaman, Department of Distributive Education, Temple University, 1968. Complements the previous bibliography in distributive education.

Special

ACCOUNTING--BOOKKEEPING--RECORDKEEPING RESEARCH INDEX, compiled by Harves Rahe, Gregg Publishing Division, McGraw-Hill Book Company, Inc., 1967. A comprehensive list of research studies in the teaching of accounting, bookkeeping, and recordkeeping from 1923-1966.

R 016.652 R — TYPEWRITING RESEARCH INDEX, compiled by Harves Rahe and Sue Grisham Hardwig, Gregg Publishing Division, McGraw-Hill Book Company, Inc., 1967. A complete list of research studies in typewriting from 1904 to March, 1963.

NOTE: Publications without catalog numbers are not yet available in the West Library.

650.7 E
" 1964: BUSINESS EDUCATION FOR THE AUTOMATED OFFICE, Vol. 37.

1963: BUSINESS EDUCATION FACILITIES, SUPPLIES, AND AIDS, Vol. 36.

From 1963 Yearbook Title page: "The Eastern Business Teachers Association published 16 yearbooks before jointly publishing 19 with the Regional National Business Teachers Association. Thirty-five yearbooks have been solely or jointly published by the Eastern Business Teachers Association for its members prior to 1963.

1962-1944: See the American Business Education Yearbook listings, Vols. 1-19.

1943-1928: Volumes 1-16; see The Eastern Business Teachers Assn.

The American Business Education Yearbook: Nineteen yearbooks (1944-1962) were published jointly by two regional associations: The Eastern Business Teachers Association and the National Business Teachers Association. (New York University Campus Store, 18 Washington Place, New York, New York 10003)

650.7 A
" 1962: SECRETARIAL EDUCATION WITH A FUTURE, Vol. 19.

1961: INFORMAL RESEARCH BY THE CLASSROOM BUSINESS TEACHER, Vol. 18.

" 1960: EVALUATION OF PUPIL PROGRESS IN BUSINESS EDUCATION, Vol. 17

" 1959: THE CLERICAL PROGRAM IN BUSINESS EDUCATION, Vol. 16.

" 1958: EDUCATING YOUTH FOR ECONOMIC COMPETENCE, Vol. 15.

" 1957: EDUCATION FOR BUSINESS BEYOND HIGH SCHOOL, Vol. 14.

" 1956: CURRICULUM PATTERNS IN BUSINESS EDUCATION, Vol. 13.

" 1955: THE FUNDAMENTAL PROCESSES OF BUSINESS EDUCATION, Vol. 12.

" 1954: GUIDANCE PROBLEMS AND PROCEDURES IN BUSINESS EDUCATION, Vol. 11.

" 1953: ENRICHED LEARNING IN BUSINESS EDUCATION, Vol. 10.

" 1952: ADMINISTRATION AND SUPERVISION OF BUSINESS EDUCATION, Vol. 9.

" 1951: IMPROVEMENT OF BUSINESS EDUCATION PRACTICES, Vol. 8.

" 1950: EVALUATING COMPETENCE FOR BUSINESS OCCUPATIONS, Vol. 7.

" 1949: GENERAL BUSINESS EDUCATION, Vol. 6.

" 1948: PHYSICAL LAYOUT, EQUIPMENT, AND SUPPLIES FOR BUSINESS EDUCATION, Vol. 5.

" 1947: THE CHANGING BUSINESS EDUCATION CURRICULUM, Vol. 4.

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" 1946: APPRAISING BUSINESS EDUCATION, Vol. 3.

" 1945: IMPROVING LEARNING AND ACHIEVEMENT IN BUSINESS EDUCATION, Vol. 2.

" 1944: COMMUNITY COOPERATION IN BUSINESS EDUCATION, Vol. 1.

650.7 C Business Education Association of Metropolitan New York. Earlier entitled Commercial Education Association of the City of New York and Vicinity. Yearbooks commence with Volume 1 in 1939. (New York University Campus Store, 18 Washington Place, New York, New York 10003)

MONOGRAPHS*

No.

120 Woolschlager, Ruth B. and others, RESPONSIBILITIES OF THE BUSINESS EDUCATION DEPARTMENT CHAIRMAN, 1969.

119 Russon, Allien R., METHODS OF TEACHING SHORTHAND, 1968.

118 Carlson, Paul A., BOOKKEEPING INSTRUCTION IN THE TWENTIETH CENTURY AND THE EVOLUTION OF 20TH CENTURY BOOKKEEPING AND ACCOUNTING, 1967.

117 Robinson, Jerry W., (ed.) PRACTICES AND PREFERENCES IN TEACHING TYPEWRITING, 1967.

116 Wood, Merle, THE TEACHING OF AUTOMATED DATA PROCESSING IN THE HIGH SCHOOL, 1967.

115 Harris, E. Edward, REQUIREMENTS FOR OFFICE AND DISTRIBUTIVE EDUCATION TEACHER-COORDINATOR, 1967.

114 Wenner, James F., A HIGH SCHOOL ORIENTATION COURSE IN DATA PROCESSING, (Based on an Analysis of Employment Requirements), 1966.

113 Maze, Clarence, Jr., BUSINESS EDUCATION IN THE JUNIOR HIGH SCHOOL, 1965.

112 Selden, William, PLANNING THE FACILITIES FOR BUSINESS EDUCATION, 1964.

111 Erickson, Lawrence W. and Oliverio, Mary Ellen, EVALUATIVE CRITERIA FOR SURVEY INSTRUMENTS IN BUSINESS EDUCATION, 1964.

110 Barron, J. F. and Hoff, Marilyn L., SOME CONCEPTS ESSENTIAL TO A BASIC UNDERSTANDING OF ECONOMICS, 1964.

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*Monographs are provided as a professional service by South-Western Publishing Company, 5101 Madison Road, Cincinnati, Ohio 45227. Many monographs with copyright dates preceding 1960 are out of print. Monograph Nos. 100-119 are in the process of being bound in two volumes by the library.

109 Wyllie, Eugene Donald, AN EVALUATION PLAN FOR BUSINESS EDUCATION PROGRAMS IN HIGH SCHOOLS, 1963.

108 Jester, Donald, D., THE SHORTHAND TRANSCRIPTION PROCESS AND ITS TEACHING IMPLICATIONS, 1963.

107 Miller, Joanne M., MOTIVATION IN TEACHING GENERAL BUSINESS, 1963.

106 Gratz, Jerre E., MAJOR ISSUES IN BUSINESS EDUCATION, 1962.

105 Lomax, Paul S. and Wilson, Harmon W., IMPROVING RESEARCH IN BUSINESS EDUCATION, 1962.

104 Dodd, Kennedy, and Olsen, TOWARD BETTER ECONOMIC EDUCATION, 1961.

103 Lamb, Marion M., YOUR FIRST YEAR OF TEACHING, 1961; revised 1969.

102 Warmke, Roman R., DISTRIBUTIVE EDUCATION ISSUES: A STUDY OF CURRENT DISTRIBUTIVE EDUCATION ISSUES BASED UPON OPINIONS OF EDUCATION LEADERS, 1961.

101 Forkner, Swanson, and Thompson, THE TEACHING OF BOOKKEEPING, 1960.

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98 LET'S EDUCATE YOUTH FOR EFFECTIVE BUSINESS LIFE, (A report of a conference of 12 business educators; financed by Esso Standard Oil Company at New York University.), n.d.

97 Crawford, T. James, THE EFFECT OF EMPHASIZING PRODUCTION TYPEWRITING CONTRASTED WITH SPEED TYPEWRITING IN DEVELOPING PRODUCTION TYPEWRITING ABILITY, 1960.

96 Satlow, I. David, HELPFUL HINTS IN TEACHING BOOKKEEPING AND ACCOUNTING, 1956.

95 Overman, Glenn D., ECONOMIC CONCEPTS EVERYONE SHOULD KNOW, 1956.

94 Service Projects Committee of Delta Pi Epsilon, FREE AND INEXPENSIVE BUSINESS EDUCATION MATERIALS, 1956.

93 Harwood, R. Frank, ADMINISTRATIVE PRACTICES OF PRIVATE BUSINESS COLLEGES, 1956.

92 VISUAL AIDS FOR BUSINESS AND ECONOMIC EDUCATION, Revised 1961 and 1968.

91 Collins, Marian Josephine, HANDBOOK FOR OFFICE PRACTICE TEACHERS, 1954.

90 Tau Chapter of Delta Pi Epsilon, EVALUATIVE CRITERIA FOR BUSINESS DEPARTMENTS OF SECONDARY SCHOOLS, 1954.

89 Goldstein, Edward H., THE HIGH SCHOOL DEPARTMENT HEAD IN BUSINESS EDUCATION, 1954.

88 Binnion, John E., EQUIPMENT STANDARDS FOR BUSINESS CLASSROOMS, 1954.

87 Callan, John Henry, COMMUNITY RESOURCES HANDBOOK IN BUSINESS EDUCATION, 1954.

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85 Bell, Mary and others, GOOD CLASSROOM PRACTICES IN BUSINESS EDUCATION, 1953.

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82 Fenner, Elaine, A HANDBOOK FOR ADVISERS OF HIGH SCHOOL BUSINESS CLUBS, 1953.

81 Bureau of Business Education, LAYOUTS AND FACILITIES FOR BUSINESS EDUCATION, California State Department of Education, 1953.

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79 Martens, Helen Jordan, BOOKKEEPING REQUIREMENTS IN TWO CITIES AND THE RELATION TO HIGH SCHOOL INSTRUCTION, 1952.

78 Gress, John J., TEACHING DIFFICULTIES OF BEGINNING BUSINESS TEACHERS, 1952.

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76 Walter, R. G., THE BUSINESS CURRICULUM, 1952.

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74 Freeman, M. Herbert, BASIC BUSINESS EDUCATION FOR EVERYDAY LIVING, 1951.

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71 Lessenberry, D. D., METHODS OF TEACHING TYPEWRITING, 1949.

C-15 Goddard, Merl Lee, THE POTENTIAL ROLE OF THE JUNIOR COLLEGE IN EDUCATION FOR BUSINESS, 1967 (Monographs with a "C" preface belong to a separate series aimed at collegiate education for business.)

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650.7 C — Crank, Frank L., A STUDY OF THE SUBJECT MATTER CONTENT IN BASIC BUSINESS AND ECONOMIC EDUCATION, 1956.

653 C — Coleman, Brendan G., THE EFFECTS OF A TAPE-LABORATORY INSTRUMENT APPROACH UPON ACHIEVEMENT IN BEGINNING COLLEGIATE SHORTHAND CLASSES, 1964.

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650.7 H — Hairston, James W., AN OPERATIONAL DEFINITION OF A "GOOD" TEACHER OF BASIC BUSINESS CLASSES BASED ON AN ANALYSIS OF CRITICAL INCIDENTS, 1965.

650.7 J — Jones, Raymond L., RELATIONSHIPS BETWEEN CERTAIN BACKGROUND FACTORS OF SELECTED BUSINESS TEACHERS AND ATTITUDES TOWARD TEACHING BASIC BUSINESS SUBJECTS, 1960.

653 L — Lensing, Ellen L., AN EXPERIMENT TO COMPARE TERMINAL ACHIEVEMENT IN SECOND-SEMESTER SHORTHAND CLASSES TAKING DICTATION FROM THE TEACHER AND CLASSES TAKING DICTATION FROM A RANGE OF TAPE-RECORDED MATERIAL, 1961.

650.7 L — Loyd, James W., MATERIALS, METHODS, AND TECHNIQUES USED IN TEACHING GENERAL BUSINESS, 1955.

657.2 N — Nicks, Earl G., THE BOOKKEEPING ACTIVITIES OF NON-BOOKKEEPERS, 1954.

653 P — Palmer, Elise D., DEVELOPMENT AND EVALUATION OF MULTIPLE-CHANNEL DICTATION TAPES IN BEGINNING SHORTHAND CLASSES, 1963.

650.7 W — Wagoneer, Ethal, QUALITIES AND FUNCTIONS OF A BUSINESS EDUCATION SUPERVISOR, 1961.

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* Additional studies will be acquired by the West Library during the year. Microfilm reading machines are available in the library and in the Department of Business, Resource Center. Hard copies of pages can be made at a small cost.